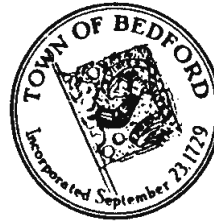


# BEDFORD FREE PUBLIC LIBRARY

7 Mudge Way  
Bedford, Massachusetts 01730



[www.bedfordlibrary.net](http://www.bedfordlibrary.net)

---

*Richard Callaghan, Director*

Tel: 781.275.9440

Fax: 781.275.3590

## **Library Assistant 1 (20 hours per week)**

### Position:

We are looking for an individual with leadership qualities who will work closely with the Head of Circulation and function as a resource for all Circulation team members in order to ensure excellent library service to our patrons.

This person will assist the Department Head with maintaining efficient circulation desk procedures and training and supervising shelvees.

### Schedule:

Must be available to work a flexible schedule that includes one evening a week and weekends in a rotation.

### Qualifications:

Experience with automated library systems (Millennium/Sierra) is preferred.

This position requires a commitment to exceptional customer service, strong oral and written communication skills, attention to detail and accuracy.

The successful candidate will be energetic, courteous and discrete.

Starting salary is \$15.12 per hour, depending on experience, with Town of Bedford benefits.

Please send letter, resume, and completed town application (available online at [bedfordma.gov](http://bedfordma.gov)) to the Bedford Free Public Library, 7 Mudge Way, Bedford, MA, 01730. Applications received by May 30, 2014 will be given first consideration.

A written shelving test is required.

Please direct all inquiries to the Assistant Director at [Nogara@minlib.net](mailto:Nogara@minlib.net) or 781-275-9440.

*The Town of Bedford is an Affirmative Action/Equal Opportunity Employer.*